

**PRE-CONFIRMATION CERTIFICATION OF COMPLIANCE**

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Pre-Confirmation Certification of Compliance** event from pick-list; click [NEXT]
- STEP 5a** If this is a joint filing with another attorney, place a check in the box; click [NEXT].
- STEP 5b** If this is NOT a joint filing with another attorney, click [NEXT] to skip this screen
- STEP 6** Select debtor(s); click [NEXT]
- ☛ *TIP - If the attorney and party have not previously been associated in this case, you will be prompted to do so by clicking the box on the next screen; click [NEXT] to move to the next screen.*
- STEP 7a** Enter date document filed if other than current (default) date
- ☛ *TIP - CM/ECF will not allow you to enter a date greater than the current date.*
- STEP 7b** Upload the PDF document, click [NEXT]
- STEP 8** Place a check in the box next to *Refer to Existing Event(s)?* Click [NEXT]
- STEP 9** Place a check in the box next to the Chapter 13 Plan; click [NEXT]
- ☛ *TIP - If only one event exists, CM/ECF will default with a check in the box.*
- STEP 10** Confirm case number and debtor's name; click [NEXT]

**STEP 11** Final docket text appears; click [NEXT] to submit

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser to return to the screen on which the error was made. THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.*

SAMPLE DOCKET TEXT

**Pre-Confirmation Certification of Compliance with Post Petition Obligations (related document:[344] Chapter 13 Plan and Motions filed by Debtor Tasha Erving) filed by Michael Detzky on behalf of Tasha Erving. (Detzky, Michael)**

**STEP 12** Notice of Electronic Filing displays